

**Michigan Tax Preparer Handbook for
Alternative Filing Programs**

2007

**Individual Income Tax E-file
and 2-D Barcode**



Michigan Department of Treasury
www.MIfastfile.org

INDIVIDUAL INCOME TAX E-FILE HANDBOOK

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Form 3174	Direct Deposit of Refund
Form 4220	2007 Individual Income Tax Barcode Datasheet
	2007 Income Tax Forms and Instruction Booklets

CHAPTER 1

GENERAL INFORMATION

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

Michigan e-file (electronic filing) publications and forms are available on Michigan Department of Treasury's (Treasury's) Web site at www.MIfastfile.org. For questions about the e-file program, contact the Alternative Filing Programs staff at:

Contact Information for Tax Preparers and Software Developers Only

E-file Coordinator and
Alternative Filing Programs Manager

Annette L. Olivier-Wolfe

Revised

Program Area, Testing, File Specifications
and Record Layouts

<u>IIT e-file Contacts</u>	<u>2-D Contacts</u>
Nancy Agostini	Mark Chambers
Mark Chambers	Nancy Agostini

E-Mail
Telephone
Persons who have speech or
hearing impairments may call
Fax
Michigan Treasury Web Sites

MIefile2D@michigan.gov
(517) 636-4450
(517) 636-4999 (TTY only)

(517) 636-4378
www.michigan.gov/treasury
www.michigan.gov/taxes
www.MIfastfile.org
Alternative Filing Programs Office
Michigan Department of Treasury
P. O. Box 30058
Lansing, Michigan 48909

Mailing Address

Internal Revenue Service (IRS) e-help desk
for authorized e-file Providers only
IRS Tax help line for individuals

1-866-255-0654

1-800-829-1040

This contact information is for **tax preparers and software developers only** and enables Treasury to provide better service to authorized e-file providers. The Alternative Filing staff is unable to provide return status information or address specific taxpayer account issues. Should an error occur on the Michigan return during mainframe processing, Treasury will communicate directly with the taxpayer through the regular error resolution process. Treasury will, however, discuss return situations with the preparer if the appropriate authorization box has been completed on the return.

Staff is available Monday through Friday, 8 a.m. to 5 p.m. EST, except State holidays. When leaving a phone message, give as much detail as possible so that Alternative Filing staff can research the question(s) and have the answer(s) ready when they call back. Speak clearly and spell any difficult names.

Treasury does not recommend sending account-specific information over the Internet. Federal and State disclosure laws require that taxpayer privacy and the confidential records that are filed with Treasury are protected. Therefore, Treasury will not send account-specific information over the Internet in response to an e-mail inquiry.

E-mail LISTSERV for Tax Professionals

The Treasury Tax Professionals LISTSERV is a free service that disseminates mass e-mail messages within seconds to all subscribers. Sign up to receive electronic communications on Treasury's e-file programs and other information of interest. To subscribe to this service or for additional information, visit *www.MIfastfile.org* and select Tax Preparer.

Web Listing of Authorized E-file Providers

Michigan's Web site offers a listing of tax preparers authorized to provide e-file service. Contact the Alternative Filing Office at *MIefile2D@michigan.gov* to be removed from the Web listing or to update information. Include the Electronic Filer Identification Number (EFIN) and telephone number with the request.

Internet Options

Treasury offers a variety of services designed to assist taxpayers, with most available 24 hours a day, seven days a week.

www.michigan.gov/incometax

Find the following information on this Web site:

- Current year forms and instructions
- Answers to many tax preparation questions
- Most commonly used tax forms
- Free assistance in preparing a return
- Other tax time resources.

www.michigan.gov/iit

Revised

This secure Web site was designed specifically to protect personal tax information. To obtain information about an account using this Internet option, the following information is needed for the return:

- Social Security number (SSN) of the primary filer
- Tax year of the return
- Adjusted gross income (AGI) or household income
- Filing status.

Use this Web site to:

- Check the status of a return
- Check estimated payments made during the year
- Check the status of letters sent to Treasury
- Change address
- Ask a specific question about an account.

Customer Contact Center

Individual income tax taxpayers who do not have Internet service should call Customer Contact staff at 1-800-827-4000. Customer Contact staff is available Monday through Friday, 8 a.m. to 4:45 p.m. EST, except State holidays.

Taxpayers may call the above number for automated return information, which is available 24 hours a day, seven days a week. This will ensure that the Alternative Filing staff is able to devote their time to program issues. For verification purposes, the taxpayer must have the tax return information (i.e., AGI, anticipated refund amount and SSN) available before inquiring about refund information from the Computerized Return Information System (CRIS).

TTY: Persons who have hearing or speech impairments may call (517) 636-4999.

The taxpayer should wait at least two weeks from the acceptance date of the electronic return before making an inquiry regarding the status of a refund.

STATE OF MICHIGAN HOLIDAY SCHEDULE

2007 - 2008 Holiday Schedule

Revised

September 3, 2007	Labor Day
November 12, 2007	Veterans' Day
November 22 and 23, 2007	Thanksgiving
December 24 and 25, 2007	Christmas
December 31, 2007	New Year's Eve
January 1, 2008	New Year's Day
January 21, 2008	Martin Luther King Jr.'s Birthday Observed
February 18, 2008	Presidents' Day
May 26, 2008	Memorial Day
July 4, 2008	Independence Day
September 1, 2008	Labor Day
November 4, 2008	General Election Day
November 11, 2008	Veterans' Day
November 27 and 28, 2008	Thanksgiving
December 24 and 25, 2008	Christmas
December 31, 2008	New Year's Eve

CHAPTER 2

INCOME TAX

BENEFITS OF INCOME TAX E-FILE

- **Expand services offered.** E-file is a valuable addition to a tax preparer's list of client services, which can mean more clients. In addition, prospective clients can find an authorized e-file provider by searching the database on Treasury's Web site at *www.MIfastfile.org*.
- **Fast refunds for error-free e-file returns.** Paper-filed returns will take longer to process. Clients can also choose Direct Deposit and have their refunds deposited directly into their accounts at the financial institution of their choice.
- **Improve return accuracy.** Treasury processes the same data that is entered into the computer. The computer program checks for math errors. If an error occurs on a return, the e-file software sends an error message and allows the tax preparer to immediately correct the mistake before the return is transmitted. There is two-thirds less chance of error compared to a paper return.
- **Increase customer satisfaction.** Only tax preparers and their clients see the returns. Confidential information is protected by secure socket layer (SSL) 128-bit encryption. Also, an acknowledgment is sent to verify that the return was received and accepted for processing.

Revised

INTRODUCTION

Treasury has joined with the IRS to provide for electronic filing of income tax returns. The Fed/State e-file Program enables taxpayers to electronically file both federal and state returns through their tax preparers as part of the program's effort to provide "one stop shopping" for tax preparation and filing. The State-Only e-file Program enables taxpayers to electronically file their Michigan return separately from the federal return. Beginning January 11, 2008, Treasury will accept electronically transmitted Individual Income Tax returns from all preparers and transmitters who have been accepted in the Fed/State e-file Program.

The *Handbook for Alternative Filing Programs 2007 (Michigan Handbook)* follows the same format as IRS *Publication 1345 Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns* (referred to as *Publication 1345*). The *Michigan Handbook* sets forth those items that are unique to Michigan. The *Michigan Handbook* should be used in conjunction with *Publication 1345* and the Michigan Income Tax Instruction Booklets. Michigan will conform to all requirements, rules and regulations governing tax preparers as set forth by the IRS.

HIGHLIGHTS AND IMPORTANT INFORMATION FOR TAX YEAR 2007

E-file Requirements

To optimize operational efficiency and improve customer service, Treasury mandated e-file of individual income tax returns.

Tax practitioners who prepare 200 or more personal income tax returns are required to e-file all eligible forms that are supported by their software. Software developers producing software for professional tax preparers will need to support e-file for all Michigan income tax forms that are included in the tax preparation software package.

New

Every state that has a sales tax has a companion tax for purchases made outside that state, by catalog or over the Internet. In Michigan, that companion tax is called the “use tax,” but might be described more accurately as a remote sales tax because it is a six percent tax owed on purchases made outside of Michigan. Pay use tax on form MI-1040. Use Worksheet 1 to calculate the tax and enter the amount of tax due on line 24. For additional information on Michigan use tax, see page 9 of the Form MI-1040 instruction booklet.

Filing Extension Granted for Military Personnel Serving in a Combat Zone

United States military personnel serving in a combat zone on April 15, 2008, will be given 180 days after leaving the combat zone to file their federal and State tax returns and will be exempt from penalties and interest. The words “Combat Zone” should be entered for these returns in the Michigan Preparer Notes feature. Visit Treasury’s Web site at www.michigan.gov/taxes for more information.

New

Nonrefundable Credits

Beginning with tax year 2007, nonrefundable credits were moved from page 2 of form MI-1040 INDIVIDUAL INCOME TAX RETURN to a new SCHEDULE 2 NONREFUNDABLE CREDITS (on the back of Schedule 1).

New**Michigan Venture Capital Investments**

A new deduction is available for capital gains from Michigan venture capital investments that are reinvested in a new Michigan venture capital investment. Taxpayers claiming a Venture Capital Deduction on Schedule 1, line 19, will not be eligible for e-file. For additional information, see the instructions on form 4534 VENTURE CAPITAL DEDUCTION SCHEDULE.

General Information

For tax year 2007:

Revised

- The **personal exemption** allowance is \$3,400.
- The **tax rate** is 4.01 percent.
- The special **exemption allowance** is \$2,200.
- The **pension deductions** are \$42,240 for a single return and \$84,480 for a joint return.
- The **dividend, interest and capital gain deductions** for senior citizens are \$9,420 for a single return and \$18,840 for a joint return.
- The **home heating credit** allowances and income ceilings are listed in the Appendix.

New

It is important that the box on line 6 of the MI-1040 be checked when 2/3 of the income is from farming, fishing or seafaring. Failure to check this box may result in the taxpayer receiving form MI-2210 MICHIGAN UNDERPAYMENT OF ESTIMATED INCOME TAX notification of penalty and interest for underpayment of tax due. See Special Situations on page 6 of the 2007 Michigan 1040 Individual Income Tax Instruction booklet for more details in reference to farmers, fisherman or seafarers.

The information from the W-2 and 1099 forms is entered in the software and transmitted with the e-file return. Do not mail W-2s, 1099s or federal forms and schedules to Treasury. The Schedule W should be provided to the taxpayer with the printed copy of the return.

For income tax returns, if the federal extension request was e-filed and there is no money due, preparers should retain a copy of the federal extension information in their file. Copies of the extension should **not** be mailed to Michigan. If money is due, either the federal or Michigan extension form must be mailed to Treasury along with the payment.

Taxpayers granted an extension to file their federal returns should enter "Federal Extension granted to MM-DD-YYYY" in the Michigan Preparer Notes field.

If the taxpayer has an obligation to file returns in multiple states, each state's e-file program should be reviewed to determine which state should be filed as a Fed/State return.

KEY DATES AND REFERENCE INFORMATION

Michigan Income Tax Electronic Filing Calendar

For Tax Period January 1, 2007 to December 31, 2007:

Note: These dates are subject to change.

Deadline for Submitting Initial Participant Acceptance Testing System (PATS) File (Software Developers Only)	September 1, 2007
Electronic Return Acceptance Period	Identical to the IRS
Begin Federal and State Software Testing*	November 13, 2007
Begin Transmitting Returns to the IRS and Michigan Department of Treasury	January 11, 2008
MI-1040-V Payments Due	April 15, 2008
Last Date to File MI-1040CR-7	September 30, 2008
Last Date to Transmit Michigan Returns Electronically	October 15, 2008
Last Date to Retransmit Previously Rejected Returns	October 20, 2008

*State testing for software developers will begin after developers have received some acceptance acknowledgments in accordance with the IRS guidelines outlined in *Publication 1436 Test Package for Electronic Filers of Individual Income Tax Returns for Tax Year 2007*.

State Program Data

Acknowledgment System

IRS State Acknowledgment System	(866) 255-0654 www.irs.gov
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State PATS Testing

State PATS Testing Required	Software developers only
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State Program Description

Type of e-file Program	Fed/State and State-Only
Number of State Taxpayers	5 million
Number of Fed/State e-file Returns, 2006	3,058,966
E-File Refund Timeframe	Faster refunds for error-free e-file returns
Paper Refund Timeframe	Considerably longer
Average State Refund, 2006	\$455.59
Direct Deposit	Yes
Electronic Funds Withdrawal	No
Balance Due Returns	Yes
Direct Debit/Automatic Funds Withdrawal	No
Signature Process	No - Fed/State Yes - State-Only

Publications

The following publications provide information for tax professionals participating in the Fed/State e-file program:

Internal Revenue Service Publications and Forms - www.irs.gov.

Publication 1345 Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns

Publication 1345A Filing Season Supplement for Electronic Return Originators (Tax Year 2007)

Publication 1346 Electronic Return Specifications and Record Layout for Individual Income Tax Returns

Publication 1436 Test Package for Electronic Filing of Individual Income Tax Returns

Publication 1545 The Electronic Filing Logo Guidelines for Effective Use

Publication 3112 IRS e-file Application Package, including form 8633 Application to Participate in the IRS e-file Program

Publication 4557 Safeguarding Taxpayer Data Guidelines

Publication 4600 Safeguarding Taxpayer Information

Form 9325 Acknowledgment and General Information for Taxpayers Who File Returns Electronically

New

Form 1040-V Payment Voucher

Michigan Department of Treasury Publications and Forms - www.MIfastfile.org.

Publication 3015 Michigan Tax Preparer Handbook for Alternative Filing Programs 2007

Form MI-8453 Michigan Individual Income Tax Declaration for Electronic Filing (see “Form MI-8453 Michigan Individual Income Tax Declaration for Electronic Filing” section)

Form MI-1040-V Michigan e-file Payment Voucher (see “Form MI-1040-V Michigan E-file Payment Voucher” section)

FED/STATE OR STATE-ONLY ELECTRONIC FILING

How Fed/State Electronic Filing Works

Tax preparers and transmitters accepted in the IRS e-file program may participate in the Fed/State e-file Program and file both the federal and State returns together in one transmission to the IRS Service Center. The IRS will acknowledge acceptance of the federal return and receipt of State data. The IRS acknowledgment record will indicate if a State return has been submitted. The State data will then be made available for retrieval by Treasury. After the data is retrieved, it will be acknowledged and processed by Michigan.

How State-Only Electronic Filing Works

The federal return does not have to be e-filed and accepted before e-filing the Michigan State-Only return. However, the federal tax return should be computed before computing the Michigan tax return.

Tax preparers and transmitters accepted in the IRS e-file program may participate in the State-Only e-file Program if it is supported by their software. Tax preparers will have to indicate in their software that it is a State-Only filing. The IRS will validate the primary and secondary SSNs against the names and issue an acknowledgment. If the return passes validation, the State data will be made available for retrieval by Treasury. After the data is retrieved, it will be acknowledged and processed by Michigan.

Treasury will acknowledge receipt of all returns retrieved from the IRS using the IRS State Acknowledgment Service. The transmitter should receive the Michigan acknowledgment within three days from the date the return is successfully transmitted to the IRS. The Electronic Transmitter Identification Number (ETIN) must be entered correctly in the software to act as a mailbox to receive acknowledgments. Michigan cannot post acknowledgments into unidentified mailboxes.

All returns, whether e-filed or paper-filed, are subject to Michigan audit and can be delayed regardless of the acknowledgment code received. Returns are processed and refunds are issued daily.

Taxpayers who e-file returns with tax due are responsible for submitting payment of the balance due with form MI-1040-V by April 15, 2008. Do not include form MI-1040-V when mailing a paper return and payment. Form MI-1040-V is to be used only for e-file payments.

APPLICATION AND ACCEPTANCE PROCESS

Who May Participate

E-filing of Michigan returns is available to all e-filers who have been accepted into the federal e-file program and who transmit returns to an IRS Service Center.

To participate in the Fed/State and State-Only e-file Programs, applicants must apply to the IRS and be accepted. Anyone who registers with IRS e-Services can create a new (or revised) application online to participate in IRS e-file. Applicants may also complete and mail in a paper form 8633 if the electronic online option for submitting a new or revised application is not used. Individuals are encouraged to register with IRS e-Services and create a new (or revised) IRS e-file Application. Form 8633 is available from the IRS at 1-866-255-0654, or on the IRS Web site at www.irs.gov.

Upon receipt of completed form 8633, the IRS Service Center assigns an EFIN and, if applicable, an ETIN to the applicant.

Once accepted in the IRS e-file program, participation in Michigan's e-file program is automatic. Treasury will use the EFIN assigned by the IRS. Michigan does not assign any additional identification numbers.

To participate in the Fed/State and State-Only e-file programs, e-filers must use software that has successfully completed the IRS and Michigan PATS. Confirm that the software chosen has been approved for Michigan and that the Michigan e-file program is operational before transmitting returns.

If, after acceptance, a preparer/transmitter or software company has production problems, Treasury reserves the right to disapprove that preparer/software company for part or all of the remainder of the filing season.

MICHIGAN PORTION OF THE ELECTRONIC RETURN

The Michigan portion of an electronic return consists of data transmitted electronically and the supporting paper documents. The paper documents contain information that cannot be transmitted electronically, such as the taxpayers' signatures.

Electronic Michigan Returns

The following forms and schedules can be e-filed:

Revised

- MI-1040 Individual Income Tax Return - Required for all Fed/State e-file returns; not required for State-Only e-file returns.
- Schedule 1 Additions and Subtractions
- Schedule 2 Nonrefundable Credits (New for Tax Year 2007)
- Schedule NR Nonresident and Part-Year Resident Schedule
- MI-1040CR-5 Farmland Preservation Tax Credit Claim
- Schedule CR-5 Schedule of Taxes and Allocation to Each Agreement (Including returns filing for Property Development Rights and/or joint agreements that are not equally apportioned)
- MI-1040CR Homestead Property Tax Credit Claim, **or**
- MI-1040CR-2 Homestead Property Tax Credit Claim for Veterans and Blind People

Note: Either MI-1040CR or MI-1040CR-2 may be filed, but not both.

- Schedule CT College Tuition and Fees Credit
- All required federal forms and schedules
- 3174 Direct Deposit of Refund
- MI-1040H Schedule of Apportionment (one occurrence)
- MI-8839 Qualified Adoption Expenses
- MI-2210 Underpayment of Estimated Income Tax
- 4013 Resident Tribal Member Annual Sales Tax Credit
- W-2 form(s)
- 1099 form(s)

Note: The information from the W-2 and 1099 forms is entered in the software and transmitted with the e-file return. Do not mail W-2 and 1099 forms to Treasury. All 1099 and W-2 information, when applicable, is required when submitting a State-Only return. The Schedule W should be included in the copy of the printed return.
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- MI-1040D Adjustments of Capital Gains and Losses
- MI-4797 Adjustments of Gains and Losses from Sales of Business Property
- MI-1040CR-7 Home Heating Credit Claim

Assemble the documents in the order listed on page 14 with form MI-8453 MICHIGAN INDIVIDUAL INCOME TAX DECLARATION FOR ELECTRONIC FILING, if applicable, attached last and retain them in the taxpayer's file or give them to the taxpayer to retain.

If it becomes necessary to supply Treasury with a paper copy of the return and the supporting documents, it must be assembled as noted above with form MI-8453, if applicable, attached last. Form MI-1040CR-7 MICHIGAN HEATING CREDIT CLAIM should not be stapled to the return if it becomes necessary to supply Treasury with a paper copy. Instead, it should be folded and left loose in the envelope. For additional information on how to complete and file paper returns, refer to page 5 of the MI-1040 Instruction booklet.

Exclusions From E-file

When the following forms are included, the MI-1040 **can be e-filed**, but the forms listed below must be mailed to the address indicated on the form.

Revised

- MI-1045 Application for Michigan Net Operating Loss Refund
- 4 Application for Extension of Time to File Michigan Tax Returns

The taxpayer is **not eligible for e-file** for the 2007 tax year if:

- Filing returns or forms listed as excluded in *Publication 1345*
- Filing form **MI-1040** and any of the following apply:
 - Fiscal year filer
 - Prior year return(s)
 - Not required to file a U.S. 1040 if filing Fed/State
 - Filing form MI-1040X Michigan Amended Income Tax Return
 - Filing form 3581 Historic Preservation Tax Credit
 - Filing Schedule CR-5 and taxpayer has more than 25 agreements
 - Filing form MI-8839 Michigan Qualified Adoption Expenses claiming more than four eligible children
 - Claiming the Stillbirth Tax Credit
 - Claiming the Venture Capital Investment Deduction

Revised

Non-electronic Portion of Michigan Returns

The non-electronic Michigan return consists of the following supporting documents:

- Copies of other states' returns for credit. Copies should be retained in the taxpayer's records.
- Form MI-8453. See the "Michigan E-file Signature Process" section of this Handbook for more information on form MI-8453.
- Form MI-1040-V. If tax is due on an e-file return, the taxpayer must submit payment by check or money order by April 15, 2008 with form MI-1040-V.

Revised

- Copies of tax bills should be retained in the taxpayers' records. Treasury may request copies to verify tax information.
- Form MI-1040CR-5 MICHIGAN FARMLAND PRESERVATION TAX CREDIT CLAIM. Farmland returns claiming unequal distribution of property taxes on jointly-owned land must have a distribution statement signed by all owners. Part 2 of form MI-1040CR-5 may be used for this purpose. Do not mail a copy of form MI-1040CR-5 or the signed statement to Treasury. A copy of the signed statement should be retained to avoid reduction and/or denial of the credit at a later date. Treasury may request a copy of the signed statement be submitted to verify the unequal distribution claimed.

MICHIGAN E-FILE SIGNATURE PROCESS

The Michigan IIT (Individual Income Tax) e-file signature process is as follows:

- **For Fed/State Returns:**

Michigan will accept the federal signature (Self-Select Personal Identification Number (PIN) or Practitioner PIN). Michigan does not require any additional signature documentation. If the taxpayer chooses to complete form MI-8453, Treasury recommends the preparer retain it for six years. **Do not** mail this form to Treasury.

- **For State-Only Returns:**

State-Only returns that are filed with or without form MI-1040 can be signed using "shared secrets" or form MI-8453 signature document. The shared secrets consist of the SSN(s), previous year's AGI or household income (HHI) and the previous year's tax due or refund amount. If form MI-8453 is used, the preparer may retain a copy of form MI-8453. Form MI-8453 should **not** be mailed to Treasury.

Notes: The AGI or HHI and refund or tax due amount must be from the previous year's return. Treasury can accept this information from the original return, amended return or return as corrected by Treasury.

If the return is signed using shared secrets and the return is rejected because the shared secrets do not match, the taxpayer/preparer may correct the shared secrets information and retransmit. There is no limit on how many times a State-Only return can be retransmitted in this circumstance.

The signed form MI-8453 may be filed with the paper return **for signature purposes only** if the taxpayer had not previously signed a copy of the paper return. The preparer should then attach form MI-8453 as the last sheet of paper and write on form MI-8453 "for signature only."

If a taxpayer chooses Direct Deposit and the return is subsequently rejected, he or she must make sure the Direct Deposit information is entered on form MI-1040; or, if requesting Direct Deposit for a home heating credit refund, complete form 3174 MICHIGAN DIRECT DEPOSIT OF REFUND and submit it with the paper return. *(See Appendix for sample form 3174.)*

Declaration of Taxpayer

After the return has been prepared and before the return is transmitted electronically, the taxpayer (and spouse, if a joint return) may want to verify the information on the return and sign and date form MI-8453. The preparer or transmitter must provide the taxpayer with a copy of the form. Preparers and Electronic Return Originators (EROs) are prohibited from allowing taxpayers to sign a blank form MI-8453.

Corrections to Form MI-8453

If the preparer or transmitter makes changes to the electronic return after the taxpayer has signed form MI-8453 but before the data has been transmitted, the preparer or transmitter must have the taxpayer complete a corrected form MI-8453 if the following conditions apply:

- Federal AGI differs from the amount on the electronic return by more than \$25.
- The Michigan refund changes by more than \$5.

Non-substantive changes are permissible on form MI-8453, provided the preparer or the person making the corrections initials the changes.

Volunteer Groups

If taxpayers complete form MI-8453, it should be mailed to Treasury. Treasury recommends collecting all of the MI-8453 forms at the end of the filing season and sending them to Treasury at the address included in the instructions for the form. Volunteer preparers may also provide taxpayers with their MI-8453 and instruct them to mail it to Treasury. If located in a permanent facility, volunteer preparers may retain form MI-8453 on file the same as a paid preparer.

IMPORTANT REMINDERS FOR MICHIGAN RETURN PREPARATION

Direct Deposit

The Direct Deposit information for federal and state can be different. This is especially important if there is a Rapid Refund or Refund Anticipation Loan (RAL), and the Michigan refund should not go towards repayment of the loan. Make sure this information is correct for both federal and state refunds. Preparers may want to request documentation from the taxpayer to verify the bank account information. (See Chapter 3 on page 28 for additional information on Direct Deposit.)

Important! Treasury cannot make any changes to Direct Deposit information after the return is transmitted.

Withholding

Revised

Verify total Michigan withholding claimed on line 3 of Schedule W agrees with total Michigan tax withheld as reported on W-2 and 1099 forms. In most cases, the total withholding amount should not exceed \$999,999. Be careful not to report federal withholding, other state withholding or FICA amounts as Michigan tax withheld.

1099-R Distribution Code

The codes for pension subtractions from box 7 of form 1099-R must be included in the federal record information. Distribution Code 1 (Early Distribution) is not an allowable subtraction on the Michigan return.

Schedule 1

Revised

Line 20 (Miscellaneous Subtractions) on Schedule 1 must include a description of the subtraction. "Miscellaneous" or "Misc." is not acceptable. Include the federal schedule reference, such as "See U.S. Schedule R, line 19," if applicable. The Preparer Notes field may be used for additional description information if necessary.

Line 9 on Schedule 1 should include compensation received for active duty in the U.S. Armed Forces only. Compensation from the U.S. Public Health Service is **not** considered military pay.

Gambling winnings reported on form 1099G are not an allowable subtraction on Schedule 1.

Homestead Property Tax Credit

Revised

A taxpayer must be a Michigan resident for at least six months in 2007 to be eligible for the homestead property tax credit.

To verify accurate information and avoid processing delays and/or adjustment of the credit, Treasury recommends the taxpayer provide property tax statements to support the property taxes claimed on form MI-1040CR.

Property taxes should not be estimated. Ad valorem taxes that were levied on the homestead in 2007, including collection fees up to one percent of the taxes, can be claimed no matter when they are paid. Most special assessments for drains, sewers and roads do not meet specific tests and may not be included in the computation of the credit. Special assessments may be included only if they are levied using a uniform millage rate, are based on taxable value and are either levied in the entire taxing jurisdiction or they are used to provide police, fire or advanced life support services and are levied township-wide, except for all or a portion of a village.

Verify the taxable value is correctly entered on form MI-1040CR, line 6, and the property taxes are entered on form MI-1040CR, line 7.

Verify the rent paid on form MI-1040CR, line 8, is equal to the monthly rent multiplied by 12, not the annual rent multiplied by 12.

Farmland Preservation Tax Credit

It may be helpful to ask the taxpayer to provide copies of the agreements being claimed to verify information and avoid processing delays.

Agreement numbers with an expiration year-end date equal to “00” through “06” are not eligible for e-file. Preparers filing such returns may contact the Alternative Filing Office at (517) 636-4450 for assistance.

Multiple names on property tax statements indicate joint ownership. **Returns filed claiming joint ownership must have the signed distribution statement for all other owners.** Preparers should retain a copy of the signed statement in their records. Do not mail the signed form MI-1040CR-5 to Treasury. To avoid the credit being reduced or denied at a later date, the preparer must be able to provide a copy of the signed statement upon request.

Farmland agreement numbers consist of:

- **County Code:** First two digits of the agreement number.
- **Expiration Date:** Last six digits of the agreement number. The first four digits are always “1231.” The last two digits are the year the agreement expires. Item 7 in the agreement shows the expiration date. Years ending in “00” through “06” are not eligible for e-file. Preparers filing agreements expiring in “2100” through “2106” may contact the Alternative Filing Office for assistance.
- **Contract Number:** The set of numbers between the county code and the expiration date. This number may or may not include a letter depending on if the agreement has been split.

Property Development Rights

Taxpayers filing Property Development Rights (PDR) on form MI-1040CR-5/Schedule CR-5 are eligible for e-file. A PDR is an easement purchased from the landowner by the Michigan Department of Agriculture on behalf of the State of Michigan to protect prime farmland from development.

PDR numbers will begin with the county code where the land is located, followed by the purchase number (always begins with PR) followed by the date “123199.” The “123199” date is used as a default date for e-file purposes only; a PDR does not have an expiration date. An example of a PDR number would be 19-PR2625-123199.

Preparer Notes

Software may include a Preparer Notes field for the Michigan return. The purpose of this field is to capture additional descriptive information from lines that did not have sufficient space (e.g., “Miscellaneous Subtractions from Schedule 1, line 20.”) Descriptions should only be placed here when necessary. Information should be identified by the form and line number.

Tax preparers are encouraged to utilize the Preparer Notes feature when supported by the software.

If e-filing both the federal and Michigan returns at the same time, Treasury can view information that is entered in the Preparer Notes field for the federal return. Using the Preparer Notes fields for both federal and State returns may reduce the need for Treasury to write to the taxpayer for additional information.

The federal Preparer Notes field can contain up to 4,000 data characters. The Michigan Preparer Notes field can contain up to 56 characters. Information in the Preparer Notes field should be identified by the form and line number.

Examples of information that can be included in the Preparer Notes field:

- “Combat Zone” if taxpayer is serving in a combat zone.
- “Federal Extension granted to MM-DD-YYYY” if the taxpayer has been granted an extension to file his or her federal return.
- Explanation of a large subtraction.
- Explanation of a miscellaneous subtraction.
- Explanation of how a property tax credit is being filed when return is “Married filing separate,” especially when spouses maintain separate addresses.
- Explanation of a property tax credit and/or home heating credit claim when two or more taxpayers are sharing a home.
- Explanation of how taxpayer met expenses when household income is very low.
- Additional MI-1040CR-7 dependents beyond those listed on the form.
- Explanation if using a mailing address other than taxpayer’s residence.
- City of Toledo tax.
- Co-owners share of property taxes.
- Explanation of multiple credits filed from the same address.
- Explanation of multiple family dwellings.
- Explanation of taxpayers paying room and board/property tax credits.
- Farmland agreement number reduced for exception by percent.
- Farmland signed distribution on file.
- Identify where prior year farmland refund is included on federal return.

Revised

Safeguarding the E-file Program From Abuse and Fraud

All authorized e-file providers must be diligent in recognizing and preventing fraud and abuse in the e-file program. Neither the IRS, Michigan nor the program participants benefit when fraud or allegations of abuse tarnish the integrity and reputation of the program. Providers with problems involving fraud and abuse may be suspended or expelled from participation in Michigan's e-file program, be assessed civil and preparer penalties or be subject to legal action. Please refer to IRS *Publication 4557 Safeguarding Taxpayer Data, A Guide for Your Business*, and *Publication 4600 Safeguarding Taxpayer Information*.

TRANSMITTING THE MICHIGAN ELECTRONIC RETURN

The ERO, preparer and/or electronic transmitter must follow all electronic transmitting procedures, communication requirements and technical specifications required by the IRS as defined in *Publication 1345* to transmit the State electronic return with or without the federal return.

Where to Transmit Fed/State and State-Only Returns

Participants must confirm with their software developers or direct transmitters that the software has been accepted for transmitting the returns to the IRS Service Center. Participants should also confirm that the Michigan e-file portion of the software program is operational before transmitting returns.

Important! The ETIN must be entered correctly in the software to act as a mailbox to receive acknowledgments. Michigan cannot post acknowledgments into unidentified mailboxes.

Rejection Codes Received From the IRS Service Centers

For Fed/State e-file, the IRS will perform specific consistency checks for the state return that will compare data items in the state generic record to the same data items in the federal tax return. If the data items are not identical, both returns will be rejected. For State-Only e-file, the IRS will validate the primary and secondary SSNs against the names. If the return does not pass validation, it will be rejected. Repeated rejections may cause the IRS to rescind the e-file privileges of an electronic transmitter. Refer to IRS *Publications 1345* and *1345A* for IRS rejection and error code explanation.

If a federal return is rejected due to errors listed in *Publication 1345A*, the accompanying Michigan return will also be rejected. If the error is one that can be corrected, both return records may be retransmitted to the IRS.

Michigan tax due returns are considered timely filed if the federal and State returns are originally transmitted to the IRS by April 15, 2008. Payments must be submitted with form MI-1040-V and postmarked no later than April 15, 2008.

Acknowledgment of Michigan Electronic Returns

Michigan uses the IRS State Acknowledgment Service. The Michigan acknowledgment informs transmitters that the Michigan return data has been received. The Michigan acknowledgment is separate from the federal acknowledgment.

Do not assume that an acknowledgment from the IRS is a guarantee of receipt by Michigan.

Under normal processing conditions, the Michigan acknowledgment file is available to a transmitter within three working days of successful transmission to the IRS. Transmitters who transmit for EROs and preparers must notify taxpayers of the Michigan acknowledgment at the time of receipt.

Format for Michigan Acknowledgments

Michigan formats an acknowledgment record for each tax return transmitted. The record is 120 characters in length.

ATTENTION TAX PREPARERS: If transmissions are made through a third party, the acknowledgment record received should contain all fields. Contact the transmitter if the entire record is not received.

Michigan will perform checks for the State return during the acceptance process. Acceptance and rejection codes are defined below.

- A** = Electronic return was **accepted**. **All electronically filed returns are subject to Michigan audit and can be delayed regardless of the status code given.**
- E** = A Fed/State filing is received with an Imperfect Return Indicator and the Michigan return is **accepted**.
- D** = Duplicate return: A return has already been received and **accepted** for this SSN or a duplicate of a previously **rejected** return.
- R** = The return was **rejected** by Michigan. This code will be displayed with one or two three-character status codes.

Rejected Returns

Treasury offers preparers the following options when Michigan returns are rejected, or if the preparer or transmitter encountered problems during transmission, and the Michigan return or a portion of the return was not transmitted with the federal return:

- Michigan return can be retransmitted as a State-Only return.
- If the software does not allow for State-Only e-file, the preparer may fax form MI-1040 and accompanying attachments to (517) 636-4378, Attention Alternative Filing Office.

Michigan Rejection Status Codes

Michigan's front-end validation will include the following rejection codes:

Rejection Code "R" and "D"

<u>Status Code</u>	<u>Form</u>	<u>Description</u>
Fed/State Rejection Codes		
D	All forms	Duplicate form: A form has already been received and accepted for this SSN or a duplicate of a previously rejected return.
R-007	All forms	Invalid EFIN.
R-500	MI-1040CR-5	Form MI-1040CR-5 and/or Schedule CR-5 agreement number(s) formatted incorrectly. For additional information regarding farmland agreement numbers refer to page 19.
R-505	Schedule CR-5	The total taxable value on Schedule CR-5, Column B, is blank. This information is required when filing a Farmland Preservation Tax Credit Claim.
R-510	MI-1040CR-5	The expiration date (MM/DD) in the Schedule CR-5 agreement number value does not equal "1231" or the year of expiration date value equals "00" to 06." Verify the expiration date corresponds to the most recently recorded agreement. Item 7 in the agreement shows the expiration date. If the expiration date is "2100" to "2106," contact the Alternative Filing Office at (517) 636-4450 for assistance.

R-805	All forms	The software indicated form MI-1040 was included in the filing. Form MI-1040 was not received.
R-810	All forms	The software indicated form MI-1040 was not included in the filing. Form MI-1040 was received.
R-888	All forms	Data formatted incorrectly. Contact the Alternative Filing Office at (517) 636-4450 for assistance.
R-009	All forms	Unauthorized Software Developer.
R-900	MI-1040	Incomplete form MI-1040 return. No AGI, no taxable income, no withholding, no refund or tax due.

State-Only Rejection Codes (State-Only Indicator Used)

In addition to the Fed/State rejection codes noted above, the following apply to State-Only filings.

R-815	All forms	Electronic signature alternative does not pass validation. Correct and retransmit or use the paper signature form MI-8453.
R-820	All forms	Invalid signature type code. For additional information regarding signature type codes, refer to page 16.

**FORM MI-1040-V MICHIGAN E-FILE
PAYMENT VOUCHER**

Michigan will accept e-file returns with a balance due at any time during the e-file processing season. Electronic filers must furnish form MI-1040-V to a taxpayer who e-files a return with a balance due. Instructions for completing and mailing form MI-1040-V are located on the form. See Appendix for sample form MI-1040-V.

Preparers must inform taxpayers that payment of taxes due should be made no later than April 15, 2008. If taxpayers do not make full payment of income tax on or before April 15, 2008, they will receive a bill. The bill will show tax due plus applicable penalty and interest.

Important! To ensure timely posting of payments, use form MI-1040-V only for e-file returns. Do not use form MI-1040-V to make other payments to the State of Michigan. Do not include form MI-1040-V e-file Payment Voucher when mailing a paper return and payment.

RESPONSIBILITIES OF ELECTRONIC FILERS, TRANSMITTERS AND ELECTRONIC RETURN ORIGINATORS

E-filers, transmitters and EROs must abide by the terms set forth in the *Michigan Handbook* and must maintain a high degree of integrity, compliance and accuracy to continue to participate in the Fed/State and State-Only e-file programs.

Program Compliance

All e-filers must comply with the requirements and specifications set forth in *IRS Publication 1345* and *1345A*, *IRS Publication 1346*, the *Michigan Handbook* and the *e-file and 2-D Barcode Software Developer Guide*, *Michigan Income Tax for 2007*.

Timeliness of Filing

Transmitters must ensure electronic returns are transmitted timely. The date of transmission to the IRS will be considered the filing date for a Michigan return, providing the return was accepted. If a rejected return is corrected and retransmitted within 2-3 days of the original transmission, then the original transmission date is still considered the filing date. For the 2007 tax year, tax due returns will be considered timely filed if the original federal and Michigan returns have been transmitted on or before April 15, 2008.

Transmitters should confirm that Michigan has issued an acknowledgment of the State return before considering the State filing complete.

Preparers' Responsibility to Clients

Preparers have been entrusted with the task of filing a client's tax return and must assume the responsibility of ensuring the return arrives at Treasury. In the event the e-filed State return fails to arrive or is rejected and cannot be retransmitted, preparers must notify their clients to file a paper return.

Changes on the Return

If corrections must be made once the return has been accepted and acknowledged, the taxpayer must file form MI-1040X on paper.

Acknowledgment of the Michigan Return

Michigan acknowledgments are issued through the IRS State Acknowledgment Service.

Once Treasury has acknowledged an electronic return, transmitters are required to notify their EROs of acceptance within five working days.

Transmitters and EROs must advise taxpayers to wait at least two weeks from the date of the acknowledgment before calling a Department representative. See “Transmitting the Michigan Electronic Return” section regarding information on the Acknowledgment Process.

Treasury will discuss any inquiries regarding a return with errors with the taxpayer or agent who has a power of attorney on file for the year in question.

2-D BARCODES

Treasury will accept 2-D barcodes for the MI-1040 and the MI-1040CR-7 for tax year 2007. All of the information on the tax return is contained in the 2-D barcode(s).

Benefits include:

- **Increased accuracy of data capture.** Barcode scanning is 100 percent accurate; data entry errors are eliminated.
- **Quicker access to taxpayer data.** This is especially important for Treasury’s phone staff who can immediately respond to tax preparer and taxpayer questions.
- **Fewer calculation errors.** The software does the computations.
- **Reduced processing.** This saves Michigan taxpayer dollars.

Please note it will take longer to process paper returns.

Check with the software company to see if it will provide 2-D barcodes for Michigan returns. The barcode will not print directly on the MI-1040 and MI-1040CR-7 forms. Instead, a separate form 4220 INDIVIDUAL INCOME TAX BARCODE DATASHEET will be created. Form 4220 will only be created when the taxpayer’s return includes forms MI-1040 and/or MI-1040CR-7 and barcoding is supported by the software vendor. The taxpayer name and address on form 4220 must replicate the data provided on forms MI-1040 and/or MI-1040CR-7.

The MI-1040CR-7 barcode will include information from the MI-1040CR-7 and form 3174 if they are a part of the taxpayer’s filing.

2-D Barcode Reminders

The original return and form 4220, rather than a photocopy, must be filed. Taxpayers should keep the photocopy and mail the original to Treasury. It may be helpful to mark “COPY” on the client’s copy to eliminate any confusion. For those clients who e-file, this will reduce the number of duplicate returns received where the taxpayer’s return was e-filed and then later mailed in with form 4220.

When making a correction to the return, be sure to reprint the corrected page and form 4220. If form 4220 is not reprinted, the corrected information will not be included in the barcode.

It is recommended that the printer be capable of printing at 300 dpi. Make sure the printer has adequate toner or ink to produce a clean, readable barcode image.

“C/O” or “%” **should not** be used. “CARE OF” should be spelled out and used in place of the “C/O” or “%” symbol for all 2-D barcode returns.

2-D Barcode Content

The MI-1040 2-D barcode will include information from the following forms if they are a part of the taxpayer’s return:

Revised

- MI-1040 Individual Income Tax Return
- Schedule 1 Additions and Subtractions
- Schedule 2 Nonrefundable Credits (New for Tax Year 2007)
- Schedule NR Nonresident and Part-Year Resident Schedule
- MI-1040CR-5 Farmland Preservation Tax Credit Claim
- MI-1040CR Homestead Property Tax Credit Claim, **or**
- MI-1040CR-2 Homestead Property Tax Credit Claim for Veterans and Blind People

Note: Either MI-1040CR **or** MI-1040CR-2 may be filed, but not both.

- Schedule CT College Tuition and Fees Credit
- MI-8839 Qualified Adoption Expenses
- MI-2210 Underpayment of Estimated Income Tax
- 4013 Resident Tribal Member Annual Sales Tax Credit
- W-2 Form(s)
- 1099 Form(s)

Note: The information from the W-2 and 1099 forms is entered in the software and printed on the Schedule W. The Schedule W should be included as part of the return. **Do not mail W-2 and 1099 forms to Treasury.**

When the following forms are included in a filing, a 2-D barcode can be produced for the MI-1040, even though data from these forms is not included in the barcode.

- MI-1040D Adjustments of Capital Gains and Losses
- MI-4797 Adjustments of Gains and Losses from Sales of Business Property
- MI-1045 Application for Michigan Net Operating Loss Refund
- Schedule CR-5 Schedule of Taxes and Allocation to Each Agreement
- 3581 Historic Preservation Tax Credit
- 4 Application for Extension of Time to File Michigan Tax Returns

CHAPTER 3 DIRECT DEPOSIT

BENEFITS OF DIRECT DEPOSIT

Michigan taxpayers can elect to have their 2007 Michigan income tax refunds directly deposited into their checking or savings accounts. When filing electronically, Direct Deposit is part of the electronic record.

Direct Deposit is:

- **Convenient.** The refund is deposited directly into the taxpayer's account at the financial institution of his or her choice.
- **Safe.** Refunds made by Direct Deposit are never lost or stolen.
- **Reliable.** Refunds are deposited electronically, even when taxpayers are on vacation or traveling on business.
- **Confidential.** On average, fewer people will see a taxpayer's account information with Direct Deposit than with paper checks.

Treasury will not honor Direct Deposit requests made by persons who owe individual or business taxes or have another State or federal debt that would result in their refunds being offset. This includes third-party debts such as child support, garnishments or levies.

Michigan is not responsible for the misapplication of a Direct Deposit that is caused by error, negligence or malfeasance on the part of the taxpayer, ERO, transmitter, software developer, financial institution or any of their agents.

The authorization for Direct Deposit is voluntary and must be renewed yearly.

An e-filer who functions as an ERO must:

- Ensure the taxpayer is aware of the general information regarding a Direct Deposit.
- Not charge a separate fee for Direct Deposit.
- Accept a Direct Deposit election to the financial institution designated by the taxpayer.

Treasury limits the number of deposits that can be made into any one bank account. Therefore, Michigan is not able to process returns when a refund is deposited into the Rush Visa Card account referenced at <https://www.rushcard.com>. This would significantly delay clients' refunds if they participate in the program.

Any assistance received regarding not participating in the Rush Visa Card program in Michigan would be appreciated. If the volume of accounts using this service is too large, Treasury would have to look at the possibility of issuing paper refunds to any returns with this account number listed on the return. Treasury appreciates all cooperation in this matter.

Note: Some smaller financial institutions may not accept Direct Deposit payments. The taxpayer or ERO should contact the financial institution to verify its capability to accept Direct Deposit transfers.

- Ensure that a taxpayer electing Direct Deposit meets the eligibility requirements. The taxpayer must provide proof of account from the financial institution the taxpayer designates to receive the Direct Deposit. This information is best obtained from official financial institution records, account cards, checks or share drafts that contain the taxpayer's name and address. The account must be in the taxpayer's name.
- Verify the Direct Deposit information on form MI-1040 or 3174 (if a paper filing becomes necessary) is correct and is the information transmitted with the electronic portion of the return.

John Q. Taxpayer
123 Main Street
Anytown, MI 49111

1800

ANYTOWN BANK
Anytown, MI 49111

⑆ 270000065 ⑆ 300000 91 1800

RTN Your account number

Note: The RTN and account number may appear in different places on your check

- Enter the number from left to right and leave unused boxes blank. Include hyphens but omit spaces and special symbols. The Routing Transit Number (RTN) is usually found between these symbols: **⑆** and **⑆**. The sample check above shows where the RTN and account number may appear.

- The RTN must be nine digits. If the first two digits are not **01** through **12** or **21** through **32**, the Direct Deposit will be rejected and a refund check will be sent to the address as filed on the return.
- Michigan preparers may recognize a valid Michigan RTN because it generally begins with 07 or 27, which is the Federal Reserve District that Michigan is in. 07 is for banks and 27 is for credit unions. Upper Peninsula banks may have 09 or 29.
- Ensure the Direct Deposit of refund for Michigan is not deposited in a Refund Anticipation Loan account for the federal refund.

Important! Advise the taxpayer that once an electronic return has been accepted for processing by the State, the Direct Deposit election cannot be rescinded. The RTN of the financial institution or the bank account number cannot be changed.

If form MI-1040CR-7 is filed, it is important that box 5 (Are heating costs included in rent?) be clearly marked either Yes or No. Box 5 should be marked **Yes**, if:

- Heating costs are currently included in rent, or
- Heat service is in someone else's name.

When marked **Yes**, the taxpayer will receive a refund and may choose Direct Deposit instead of receiving a paper check.

If box 5 is marked **No**, a State of Michigan energy draft will be issued. Energy drafts must be redeemed at the taxpayer's utility company; therefore, Direct Deposit is not available.

Problems With Direct Deposit

If Treasury is unable to honor a request for Direct Deposit, a refund check will be mailed to the taxpayer's address on the return. The following are some reasons for not honoring a Direct Deposit request:

- The taxpayer's bank account was closed after the Direct Deposit request was submitted.
- The taxpayer asked to have the refund deposited into a foreign bank or foreign branch of a U.S. bank. The State of Michigan can only make Direct Deposits to accounts in U.S. financial institutions that are located in the United States.

- If the taxpayer or spouse owes a debt to the State of Michigan or to a third party that is requiring the State to retain all or part of the refund, Treasury must satisfy this debt before issuing the refund. Examples of third party debts Treasury must satisfy include child support arrearages and debts covered by a garnishment served against the refund or credit. If this situation occurs, the taxpayer will receive a letter stating the refund amount and to which debt it was applied. Depending upon the amount of the debt, there could be no remaining refund.
- The financial institution returns the Direct Deposit because an incorrect RTN or account number was entered on the electronic record.

Important! Taxpayers should review their monthly bank statements or contact their financial institutions for Direct Deposit verification. When attempting to locate a Direct Deposit, taxpayers should request their financial institutions research savings, checking or other accounts before contacting their tax preparers or Treasury.

APPENDIX

Table A	2007 Home Heating Credit Standard Allowance
Table B	Exemptions and Maximum Income for the Alternate Credit Computation
MI-8453	Michigan Individual Income Tax Declaration for e-file
MI-1040-V	Michigan Payment Voucher for Electronic Filing
Form 3174	Michigan Direct Deposit of Refund
Form 4220	2007 Michigan Individual Income Tax Barcode Datasheet
	2007 Income Tax Forms and Instruction Booklets

TABLE A
2007 Home Heating Credit Standard Allowance

Revised

Your Exemptions (from line 11i)	Standard <u>Allowance</u>	Income <u>Ceiling</u>
0 or 1	\$394	\$11,243
2	\$528	\$15,072
3	\$662	\$18,900
4	\$796	\$22,729
5	\$930	\$26,558
6	\$1,064	\$30,386
	+ \$134 for each exemption over 6	+ \$3,829 for each exemption over 6

TABLE B
**Exemptions and Maximum Income for the
Alternate Credit Computation**

Revised

Your Exemptions (from line 11i)	Maximum <u>Income</u>
0 or 1	\$12,263
2	\$16,502
3 or more	\$20,282